

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Buffet Server

**POSITION NUMBER:** ON GOING

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School Diploma or GED equivalent preferred.
- \*If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Must have good grooming habits and manners.
- ☐ Must be able to follow specific instructions.
- ☐ Knowledge of alcoholic beverages.
- ☐ Must have basic math skills. **(Test required)**
- ☐ Good communication skills.
- ☐ Excellent customer relation skills.

**EXPERIENCE:**

- ☐ Minimum of six (6) months of food servicing experience.
- ☐ Minimum of six (6) months experience working with the public utilizing customer relation skills.
- ☐ Minimum of six (6) months prior experience serving alcoholic beverages preferred.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older. \* **(Attach documentation with application)**
- ☐ Must have valid food handlers permit or the ability to obtain and hold within 60 days from date of hire. \* **(Attach copy with application, if applicable)**
- ☐ Must be able to obtain and hold a Class 12 or 13 Liquor permit within 60 days from date of hire.
- ☐ Must be able to pass an agility exam to determine if physically capable to perform the essential functions of the job.
- ☐ Must be flexible to work all venues in a similar position.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Must be able to stand and/or walk for prolonged periods of time.
- ☐ Strength to lift objects weighing from 20 to 40 lbs. on a frequent basis.
- ☐ Strength to lift 10-20 lbs. on a regular basis.
- ☐ Tolerance to be exposed to a smoke filled environment.
- ☐ Manual and finger dexterity in clearing and setting tables.
- ☐ Tolerance to be exposed to cleaning solvents and detergents on a daily basis.

**Casino Department:** Food & Beverage

**Employee Classification:** Non- Exempt

**Job Summary:** Server offers friendly, professional, quality service to all guests. Provides expert knowledge in the Sequence of Service, menu items, and alcoholic beverage service.

**Employee Reports To:** Food & Beverage Supervisor or designee

**Extent of Job Authority:** Works with Supervisor, host person, and bus person to ensure proper dining room procedures and standards are being followed. Helps to ensure quality guest service and satisfaction.

**Specific Duties Performed:**

1. Pre-buses, assists in the clearing and resetting of tables as needed. Ensures all chairs, floors, and work areas are clean and presentable at all times.
2. Greets guests in a professional and friendly manner.
3. Presents beverages and condiments to guests as required.
4. Assists all positions as necessary to promote positive teamwork.
5. Helps maintain a clean presentable work and customer friendly environment.
6. Performs all side work as assigned or requested by Supervisor/Manager.
7. Understands and executes proper Sequence of Service.
8. Will study and learn menu items and preparations, including beverages, wine, and wine service.
9. To perform the position of food runner as needed.
10. Must learn POS system.
11. Knows all health and safety practices and procedures, including HACCP standards.
12. Performs all other job duties needed or requested by supervisor.

**Terms of Employment:** This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

**Pay Range:** \$8.57 per hour

**Opening Date:** ON GOING

**Closing Date:**

**Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.**

**\* Required documents must be submitted prior to interviewing.**